

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB00-44

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TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WDB STAFF

SUBJECT: WIA PARTICIPANT REPORTING

This information bulletin transmits the Workforce Investment Act (WIA) participant reporting requirements and a draft of the *WIA Participant Reporting Handbook*.

The WIA participant data will be reported quarterly to the Department of Labor. The State will be collecting the required participant data by way of the Individual Participant Data (IPD) process. The Job Training Automation (JTA) IPD process was included in the JTA System Release 4.07 that was issued on November 10, 2000. Release notes were issued in a separate information bulletin. Standalone JTA users will be required to install this JTA release before transmitting their IPD data to the State.

Beginning November 20th, WIA funded entities will be required to submit their IPD data monthly. An error free IPD report is required by the twentieth of each month thereafter. As this is a new process, there may be multiple errors on the first attempts at transmitting this data. Please plan to run the IPD data as many times as necessary before the due date in order to have an error free report in on time. The State will use the monthly IPD reports to collect data required for the WIA customer satisfaction performance measures. Each quarter, the IPD will be used to create the federally required quarterly participant reports. Unlike the Job Training Partnership Act, no separate quarterly participant reports will need to be transmitted.

The attached draft of the *WIA Participant Reporting Handbook* contains instructions for transmitting the IPD and line item details of the possible errors that may be displayed. Other chapters will be added to this handbook as the participant reporting process continues to change and develop.

Please share this information bulletin with your local area Management Information System and reporting staff. Questions concerning the WIA participant reporting may be directed to Karen Yuke, Performance Management Unit, at (916) 654-7585. Questions concerning the IPD should be directed to the JTA Help Desk at (916) 653-8002.

/S/ BILL BURKE
Chief

Attachment - [WIA Participant Reporting Handbook](#)